

MARY E. BROWN
(414) 243-9401

EDUCATION

University of Wisconsin May 1989
Bachelor of Arts
Major: English

PROFILE

Highly motivated communications professional with a focus on community relations. Seasoned professional with marketing, promotion and special event expertise. Experienced writer with more than ten years in the corporate communications industry. Ability to manage and shift multiple priorities for successful project management. Works well independently and skilled at leading others. Prefers a collaborative approach and fosters strong team environments. Maintains attention to detail for daily communication activities while thinking strategically for long-term successful project outcomes. Well-respected and adept at working with all levels of staff in a large corporate environment. Employee advocate and company promoter, dedicated to creating a positive environment for staff and an outstanding reputation of the company.

WORK HISTORY

Corporate Communication Manager – September 1999 to Present

Assurant Health - Milwaukee, Wisconsin

- Responsible for employee communications, special events and community relations for 2,000 staff locally and 1,000 staff in regional offices across the U.S.
- Manage two members of communication staff and budget
- Manage various employee communication projects including proofreading and editing of daily electronic employee newsletter
- Develop and manage community relations activities and serve as Vice President of Assurant Health Foundation
- Design and write promotional materials for employee communication projects, community relations activities and corporate awareness initiatives including script writing and editing experience with television and print advertising

Corporate Communication Specialist – May 1994 to August 1999

Assurant Health – Milwaukee, Wisconsin

- Editor of the weekly employee newsletter and assisted with employee communication projects
- Special event manager for annual company party
- Manager of annual UPAF and United Way employee giving campaigns
- Advisor to community volunteer team
- Designed promotional materials for special events and community relations activities

Manager – August 1990 to April 1994

Rose Records – Madison, Wisconsin (1990-1993) and Mequon, Wisconsin (1993-1994)

- Managed staff of six
- Responsible for all store activities including daily sales and promotion events
- Created and managed local advertising campaign for weekly ads in the Madison market (three stores).

ADDITIONAL ACCOMPLISHMENTS

During tenure, assisted company in securing three prominent awards for corporate excellence including:

- Milwaukee Magazine's Best Company Award (2003)
- Business Journal's Beyond the Paycheck Awards – Outstanding Employee Perks Honors (2001)
- Mayor's Award for Business Excellence Awards – Community Involvement Honors (1999)

INDUSTRY ASSOCIATIONS AND COMMUNITY INVOLVEMENT

- Member of PRSA (Public Relations Society of America)
- Member of DFW (Donor's Forum of Wisconsin)
- Member of the Volunteer Center of Greater Milwaukee Business Council
- Former board member with the Volunteer Center of Greater Milwaukee and former Development board member of ARCW (AIDS Resource Center of Wisconsin)

OTHER

- Provide voiceover talent for Fox 6 television and corporate training CD Rom materials
- Skilled vocalist with operatic training and more than 10 years of performing experience
- Interests include music and travel